

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

NIT ID showing at <http://wbtenders.gov.in>: 2026_UOK_1036347_1

NIT No: KU/NIET/AUC/WP/2026-27/01

Dated: 05 August 2026

E-Tender is hereby invited from the bonafide resourceful Bidders for **Disposal of Waste Paper** as per the given list.

ITEMS OF DISPOSAL	Mandatory Convenience Fees (Rs.)	Approx. Quantity(Kg.)	Earnest Money Deposit(EMD) (Rs.)	SECURITY DEPOSIT for the selected Bidder (Rs.) to be deposited after selection of vender	PERSON TO CONTACT ABOUT ITEMS DESCRIPTION
Old Answer Script & Other Paper Wastes	9,995/-	40,000 kg.	10,000/-	5,00,000/- (Refundable subject to the fulfilment of Terms & Conditions)	Sri Nantu Roy, PHONE: 25828750 (extn 403)/98317-48309

1. **ON LINE PAYMENT FOR CONVENIENCE FEE (Rs. 9,995/-) must be paid to the following bank account:**

Every Bidder must deposit CONVENIENCE FEE through RTGS/NEFT as per the following details:

Name of the Beneficiary	UNIVERSITY OF KALYANI
Account Name	UNIVERSITY OF KALYANI GEN FUND-II
Bank Account Number	412110210000001
Name of the Bank	BANK OF INDIA
Name of Bank Branch	KALYANI UNIVERSITY BRANCH, KALYANI UNIVERSITY, KALYANI, NADIA PIN-741235, WEST BENGAL Phone : 033-2582 9480
EMAIL	kalyaniuniversity.Bardhaman@bankofindia.co.in
IFSC Code	BKID0004121
Mode of Electronic transfer available in the Bank	RTGS/NEFT

Bid submitted without the above fees will be considered as technical disqualification.

Bidders having Bank Accounts at the above branch, may transfer the CONVENIENCE FEE amount from their respective bank accounts to the aforesaid bank account of the University. Bidders must upload the scanned copy of the Payment Acknowledgement Receipt from the concerned bank for deposit of CONVENIENCE FEE while submitting tender on-line. Payment of Convenience Fee is mandatory to avoid cancellation of tender.

2. Payment of EMD:

(a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. maintained with the Focal Point Branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

(b) Payment through RTGS/NEFT: -

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

For MSME registered bidders, submission of EMD is not mandatory at the time of participation to the above tender. In this case, bidder must upload a scanned copy of the MSME Registration Document under "Forms" Folder.

Dates & Information:

A. Schedule of Dates for e-Tendering

<i>Sl. no.</i>	<i>Activity</i>	<i>Date & Time</i>
<i>1.</i>	<i>Publishing Date</i>	<i>05.08.2026</i>
<i>2.</i>	<i>Document Download start date</i>	<i>05.08.2026 at 17.00 Hrs.</i>
<i>3.</i>	<i>Bid submission start date</i>	<i>05.08.2026 at 17.00 Hrs.</i>
<i>4.</i>	<i>Bid submission end date</i>	<i>29.08.2026 up to 15.00 Hrs.</i>
<i>5.</i>	<i>Technical Bid opening date</i>	<i>31.08.2026 at 15.00 Hrs.</i>
<i>6.</i>	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later</i>
<i>7.</i>	<i>Financial Bid opening date</i>	<i>To be notified later</i>
<i>8.</i>	<i>Uploading of Financial Bid Evaluation sheet</i>	<i>To be notified later</i>

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

- a) The bidder must have requisite educational qualification for the tender work.
- b) Bidder who was declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for the similar kind of work is not eligible to participate in the current tender.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.20 Lakh in India for the year 2022-23, 2023-24 & 2024-25 in the said financial years are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. Annexure –

- a) Basic Information (Vide Annexure I) (to be submitted in “**Annexure**” folder)
 - b) Application for Tender - (Vide Annexure II) (to be submitted in “**Annexure**” folder)
 - c) Authorization letter - (Vide Annexure III) (to be submitted in “**Annexure**” folder)
 - d) Affidavit Proforma - (Vide Annexure IV) (to be submitted in “**Annexure**” folder)
 - e) Compliance Sheet (Vide Annexure V) (to be submitted in “**Annexure**” folder)
 - f) DECLARATION ON NIT - (Vide Annexure VI) (to be submitted in “**Annexure**” folder)
2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Folders.
 3. Audited Annual Accounts for last three years **2022-23, 2023-24 & 2024-25** or during the period since formation of the Firm, if it was set up in less than such 3- year period. (to be submitted in “**Accounts**” folder)

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Profession Tax Enrolment Certificate
2	Company Details	Company Details 1	Trade License/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the Disposal Order for supplying Similar nature of items for last three years 2022-23, 2023-24 & 2024-25
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			Income Tax Returns submitted for the Assessment year 2025-26
			GST Return for January'25, February'25 and March'25

NOTE:

1. If the company was set up less than three years ago, audited balance sheet for the no. of years

- since inception may be submitted)
2. Addenda/Corrigenda: if published, bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.
 3. Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
 4. Others: Any other documents found necessary

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

7. Bidders are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

9. TERMS & CONDITIONS REGARDING DISPOSAL POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) Bid will be submitted both for Answer Scripts and Other Paper Wastes. Partial quotation will not be entertained.
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

9.2 Evaluation of Quotation: University will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 Award of Contract: University will award the contract to the bidder whose quotation has been determined to be substantially responsive both

technically and commercially. University reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

9.5 Bidder should submit copy of updated Trade License, GST, IT and P.Tax Return submission document.

9.6 Credentials: Documents of supplying similar items in last three previous years **2022-23, 2023-24 & 2024-25** in an Institute of Higher Learning must be submitted along with the tender. Bidder must submit User List with copy of Disposal Order ensuring disposal of similar items at least for five times in last three years in an Institute of Higher Learning.

9.7 Intending bidders may inspect the materials under Disposal. For this purpose, bidders must ensure their presence on the aforesaid date of physical verification. No bidder will be entertained for any further physical verification without any consent from the university authority.

9.8 The successful bidder will have to adopt all safety/preventive/ precautionary measures on his part for safe disposal including transportation of all components of the Auction materials. University will not bear any cost for collection and transportation of the disposal items.

9.9 Any damage or loss to University property or life caused due to such disposal of disposal materials will be the sole responsibility of the successful bidder and the successful bidder will have to replenish the cost of such damage at his own cost in addition to the forfeiture of the Security Deposit.

9.10 After collection of the disposal items, the successful bidder must take the sole responsibility to clear the premises of the university.

9.11 Transit Permit will be issued by the University to the selected buyer against each trip after full payment against loading of disposal Items into the transport for each trip.

9. 12 The vender, after being selected as the most successful bidder, shall not be allowed to segregate of the scraps to be collected on the collection spot and nowhere in the university premises. After receipt of the quotation from the bidder, it would be presumed that the bidder has quoted for the waste papers after verification of the sites and after thorough inspection of the items to be collected. They will also not be able to refuse to collect the tendered items.

9. 13 Time Schedule: The collection work must be completed within 30 days from the date of receipt of the LOP for disposal.

9.14 Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.15 University reserves the discretion to issue LOP for disposal either in full or phase wise depending upon the requirement.

9.16 Place of Work: As to be communicated by the Caretaker, University of Kalyani

9.17 Security Deposit:

Successful bidder should deposit a sum of **Rs.5,00,000/- (Rupees Five lakh only)** as Security money as stated above in the form of NEFT/Bank Transfer/Bank Deposit to the Account as to be instructed by the University after receiving Letter of Intent(LOI) from the University for Disposal of Waste Paper. Such security money will be adjusted with the amount of disposal leaving a balance of Rs.1,00,000/- (Rupees One Lakh only) at University Exchequer. If the amount falls short after adjustment from the deposit balance of Rs.4,00,000/-, Bidder must deposit requisite money for collection of waste papers. If the amount remains unadjusted in the hand of the University after such disposal, the same along with the fixed amount of Rs.1,00,000/- will be refunded after completion of the disposal period in normal case without any accrued interest. However, University may forfeit the same in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Letter of Permission (LOP) for Disposal.
- ii) Selected bidder fails to complete the work within the scheduled time as specified in the LOP
- iii) If before completion of the work, the bidder destroys any university property or involves with any activities associated with fraudulent tasks or does not function satisfactorily or commits any sorts of nuisance for which the university suffers loss of money or reputation or both
- iv) In case of any false submission /statement by the bidder
- v) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

9.18 Quantity **Changeability**: Quantity as stated in the tender document may subject to change at the time of issuing LOP for disposal for valid reasons.

9.19 **Requisite Documents to be submitted**: Bidder must have adequate documents as sought for.

9.20 **Instruction Made with Item Specification**: Bidder must comply the instructions as provided in the tender.

9.21 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.22 Conditional bid may be liable for rejection.

9.23 Tie Bid: In case of Tie Bid, Revised Bid may be sought in sealed envelope from the bidders submitted Tie Bid. If still there is a Tie after evaluation of such revised bid, University may give the priority to the bidder who submitted the Mandatory Non-Refundable fees at the earliest among the Tie Bidders.

9.24 University reserves the right for Rate Analysis of Bidders in case of any abnormal rate quoted by any bidder. In this case, University will be the sole authority to take the final decision.

9.25 Discretion of the University:

(i) University may take decision about not disposal of the said item even after selection of vendor.

(ii) University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

(iii) University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

(iv) University may enjoy and exercise right to implement/modify/incorporate the terms and conditions not mentioned in the Tender Documents to ensure smooth and transparent process for disposal.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PAN Card)	
7	GST No. (Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Disposal Order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2022-23: Rs..... 2023-24: Rs..... 2024-25: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder(With Seal)

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company' s official letter pad with full address and contact no, E mail address etc)

To
The Registrar
University of Kalyani
Kalyani-741235

Sub: NIT for Disposal of Paper Wastes of the University of Kalyani.

Ref: **KU/NIET/AUC/WP/2026-27/01**

Dated: 05/08/2026

Sir,

Having examined the pre-qualification & other documents published in the N. I. T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....
.....in the capacity.....duly
authorized to submit the offer. The authorization letter from the Company is
attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document
vide **Clause 9** and declare that we shall abide by it throughout the
tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted
the tendered items keeping in mind all sorts of information as
furnished in the tender document including Corrigendum/Addendum as
published from time to time.
4. In the event of being selected, I will make the supply within
the stipulated period excepting the condition which is beyond our
control.

Date: -

Signature of applicant including title and
capacity in which application is made.
Contact No. :

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company' s official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name),

Employee of this Organization as (Official Designation) is

Hereby authorized to submit tender online, Vide NIT No ,

Dated on behalf of the Organization.

Signature of the competent authority with Seal

.....

(Signature of the Authorized Person)

Signature of Mr.....

..... is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV
(Affidavit Proforma)

(To be furnished in Non - Judicial Stamp paper of appropriate value duly notarized)

Ref: **KU/NIET/AUC/WP/2026-27/01**

Dated: 05/08/2026

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.

..... (Name of the firm)

At

(address).....

.....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of items or rendering service to any Govt. or Govt. Undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of items or rendering service to the Govt. or Govt. Undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect
of Tender Ref. No. **KU/NIET/AUC/WP/2026-27/01**

Dated: 05/08/2026

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Date:

Place:

Full signature of the Person
(Designation with Seal)

Tender Inviting Authority: University of Kalyani

Name of Work: Disposal of Waste Paper , University of Kalyani.

Contract No: KU/NIET/AUC/WP/2026-27/01

Name of the Bidder/

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity (Approx)	Units	RATE Per Unit In Figures To be given by the Bidder for collection of items Rs. P	TCS Total @ 1 % OF DISPOSAL VALUE	TOTAL AMOUNT With TCS	TOTAL AMOUNT In Words
1		2	4	5	13	17	53
1	Disposal of Waste Paper , University of Kalyani.						
2	Old Answer Script	34000.00	KG		0.00	0.00	INR Zero Only
3	Other Paper Wastes	6000.00	KG		0.00	0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						